



DIVISION OF HEALTH AND MEDICAL SERVICES

Community Health Services
Disease Prevention
Family Health
Health Promotion
State Epidemiologist

MEMORANDUM 2008-03

TO: All Vaccine Providers

FROM: Tim Heath
Immunization Program Coordinator

DATE: 02/19/2008

RE: VMBIP

Dear Vaccine Provider:

On March 31, 2008 the South Dakota Immunization Program will be transitioning to a third party for the shipment of vaccines. This company is called McKesson and all vaccines except Varicella (this will still be shipped by Merck), will be shipped from their warehouse in Memphis Tennessee. There will be some key changes that will affect you.

The state will now be on a Tiered Ordering Frequency (TOF). This means that some providers will order every month, some every other month, some once per quarter, and the rest will be able to order as needed. I have communicated which tier you will fall into in an earlier memo. There were a few requests for changes, and these have been implemented. I am enclosing the TOF spreadsheet for the entire state. Please find your facility in this document. If you are not listed contact me immediately. The months that have an X in the spread sheet indicate that you can order this month. Since this is a staggered implementation, the red X indicates the month you actually start TOF. I am requesting that you send us your March order by March 12. You should also order enough vaccine in March to last you for at least 6 to 8 weeks. Once transitioned to the third party shipper, the orders can take up 15 business days (3 weeks) to arrive. You should also note that you may receive shipments on a Monday or Friday.

You will still order your vaccines as you do now with the same form. You are also still required to send in your monthly reports. These can be faxed to Lori King at 605-773-4113. You can order one time in your allowed months. It is very important to let us know if your clinic days/hours of operation or address change. Also please inform us of any special shipping instructions. I am also enclosing a form for you to use to notify us.

The shipping box will be different than the one you are used to getting from the state. Generally it will be a cardboard outer shell with insulating material on the inside. The box should contain your vaccines, the temperature indicator, a packing list, and package

insert that explains the temperature monitors. You will see the acronym PPOC on the package insert. This is the project point of contact which is the state immunization program (Lori King 605-773-4963 or Tim Heath 605-773-5323).

Vaccine will be shipped either by FedEx or UPS. Once you receive the vaccine you should:

- / Open the box
- / Check the temperature monitors (these are the same type as currently used by the State of South Dakota)
- / Inspect the shipment
- / Store the vaccine
- / If there is a discrepancy in shipment or the temperature monitor indicates a problem: store the vaccines according to manufacturer instructions, and contact the PPOC within 2 hours of receipt (Lori King 605-773-4963, or Tim Heath 605-773-5323)

On the inside of the box flap there should be a prepaid UPS return label (see picture below). UPS is the only carrier to return empty boxes. To return the empty box after the vaccines have been removed:

- / Remove ice bricks and discard
- / Replace the Styrofoam lid on the cooler
- / Reverse the box flaps so the return label is on the outside box flap
- / Seal the box with packaging tape
- / Give the box to the UPS driver that picks up/delivers to your office
- / If a return shipping label is not enclosed or if you need to schedule a UPS pickup for a empty box, call McKesson Specialty Customer Care at 877-822-7756 (this is the only time it is appropriate for you to call McKesson directly)
- / You may keep some boxes for vaccine transfers if you wish



Shipments may be in multiple boxes. The packing list will indicate the number of boxes you should receive. If multiple boxes are indicated and you do not receive the rest of the shipment by the next day, please contact the immunization program.

The packing slip should contain all the information you need to enter your inventory into the immunization registry. If the slip does not contain all the information, you may need to get the remaining information from the vaccine package. If you need assistance please contact the immunization program.

All wasted vaccines not due to shipping will still be sent to the Lori King. Please follow the same procedures as you are currently using. If you need assistance please contact the immunization program.

I know that this is a lot of information, and a major change. There may be some bumps along the road as we begin this change. These should smooth out over time as we become more familiar with the process. If you have any questions, problems, etc please feel free to call me or email me at tim.heath@state.sd.us.

Sincerely,

Tim Heath